



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Services of a Tour Operator for the EAMI Travel Trade and Media Familiarization Trips TPB-ITB No. 2023-013 (EPA)

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	11
1. Scope of Bid	12
2. Funding Information.....	12
3. Bidding Requirements	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	13
5. Eligible Bidders.....	13
6. Origin of Goods	14
7. Subcontracts	14
8. Pre-Bid Conference	14
9. Clarification and Amendment of Bidding Documents	15
10. Documents comprising the Bid: Eligibility and Technical Components	15
11. Documents comprising the Bid: Financial Component	15
12. Bid Prices	15
13. Bid and Payment Currencies	16
14. Bid Security	16
15. Sealing and Marking of Bids	17
16. Deadline for Submission of Bids	17
17. Opening and Preliminary Examination of Bids	17
18. Domestic Preference	17
19. Detailed Evaluation and Comparison of Bids	17
20. Post-Qualification	18
21. Signing of the Contract	18
Section III. Bid Data Sheet	19
Section IV. General Conditions of Contract	25
1. Scope of Contract	26
2. Advance Payment and Terms of Payment	26
3. Performance Security	26
4. Inspection and Tests	27
5. Warranty	27
6. Liability of the Supplier	27
Section V. Special Conditions of Contract	28
Section VI. Schedule of Requirements	31
Section VII. Technical Specifications	32
Section VIII. Checklist of Technical and Financial Documents	62

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

Invitation to BID

Services of a Tour Operator for the EAMI Travel Trade and Media Familiarization Trips (TPB-ITB No. 2023-013 EPA)

1. The **Tourism Promotions Board (TPB)**, through the Corporate Budget **FY 2024**, intends to apply the sum of **Six Million Pesos (PhP6,000,000.00)**, inclusive of all applicable taxes, being the ABC to payments under the contract for the **Services of a Tour Operator for the EAMI Travel Trade and Media Familiarization Trips**.

Lots are broken down as follows:

LOT	DESTINATION/S	INDICATIVE DATE OF IMPLEMENTATION	AMOUNT
Lot 1	MANILA, DUMAGUETE, AND SIQUIJOR UK Travel Trade and Media Familiarization Trip 8 pax (6 participants + 1 DOT UK staff + 1 TPB Project officer)	25 November to 06 December 2024	Php 2,000,000.00
Lot 2	MANILA, BATANGAS, AND SIARGAO Germany Travel Trade and Media Familiarization Trip 8 pax (6 participants + 1 DOT Frankfurt staff + 1 TPB Project officer)	30 November to 08 December 2024	Php 2,000,000.00
Lot 3	MANILA, BATANGAS, AND BICOL India Travel Trade and Media Familiarization Trip 11 pax (10 participants + 1 TPB Project officer)	30 November to 09 December 2024	Php 2,000,000.00

Interested bidders may participate provided that the Technical and Financial Documents shall be completely submitted as prescribed in the bidding documents. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The TPB now invites bids for the above Procurement Project. **Delivery of the Items/Services commence as per stated in Section IV, Schedule of Requirements, of Bidding Documents.** Bidders should have completed, within the last **five (5) years** from the date of submission and receipt of bids, a contract similar to the project, contract should at least be **fifty percent (50%) of the ABC**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract (SLCC).

For the statement of all ongoing government and private contracts, attach any of the following: the signed Notice of Award, Notice to Proceed, or Contract/Purchase Order.

Failure to submit the certificate of completion of the project or any proof thereof, including the supporting documents shall be a ground for disqualification of eligibility.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **TPB – Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 29, 2023 to January 29, 2024 (10:00 a.m.)** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.*

The cost of bidding documents shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00

Mode of Payment of Bidding Document

- a) Fund/Bank Transfer:
Tourism Promotions Board bank details:
Account Name: Tourism Promotions Board
Account Number: 1772-1034-13
Bank: Land Bank of the Philippines
Branch Address: Ground Floor Century Park Hotel
Harrison Plaza, Adriatico St., Malate Manila

Bidders who intend to pay the bidding documents via fund/bank transfer, facilitate the payment three (3) working days before the deadline of submission of bids in order for the TPB Cash Division to issue an Official Receipt and other relevant document

- b) Cash Payment: Pay in cash at the TPB Office Cash Unit.
6. The TPB will hold a Pre-Bid Conference on **January 15, 2023 3:00 PM.** through video conferencing or webcasting via Zoom Link which shall be open to prospective bidders.
Meeting ID:997 4580 6677 Passcode: 936253
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **January 29, 2024 10:00 a.m.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening (manual opening) shall be on **January 29, 2024 2:00 p.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The TPB reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:
Ms. Roselle D. Romero / Mr. Socrates G. Torres
BAC Secretariat, Administrative Department
Tourism Promotions Board
4th Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. Nos. 8 525-9318 loc. 261
Email at bac_sec@tpb.gov.ph, soc_torres@tpb.gov.ph
December 29, 2023

MR. ARNOLD T. GONZALES
Chairperson
Bids and Award Committee

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Tourism Promotions Board (TPB), wishes to receive Bids for the **Services of a Tour Operator for the EAMI Travel Trade and Media Familiarization Trips** with identification number **TPB-ITB No. 2023-013 (EPA)**.

The Procurement Project (referred to herein as “Project”) is composed of **Three Lots**, the details of which are described in Section VII (Technical Specifications).

LOT	DESTINATION/S	INDICATIVE DATE OF IMPLEMENTATION	AMOUNT
Lot 1	MANILA, DUMAGUETE, AND SIQUIJOR UK Travel Trade and Media Familiarization Trip 8 pax (6 participants + 1 DOT UK staff + 1 TPB Project officer)	25 November to 06 December 2024	Php 2,000,000.00 included of all applicable fees and taxes
Lot 2	MANILA, BATANGAS, AND SIARGAO Germany Travel Trade and Media Familiarization Trip 8 pax (6 participants + 1 DOT Frankfurt staff + 1 TPB Project officer)	30 November to 08 December 2024	Php 2,000,000.00 included of all applicable fees and taxes
Lot 3	MANILA, BATANGAS, AND BICOL India Travel Trade and Media Familiarization Trip 11 pax (10 participants + 1 TPB Project officer)	30 November to 09 December 2024	Php 2,000,000.00 included of all applicable fees and taxes

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2024** in the amount of **Six Million Pesos (PhP6,000,000.00)**.

2.2. The source of funding is:

Corporate Operating Budget CY 2024.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated

policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**

7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **January 15, 2023 3:00 P.M.** through video conferencing or webcasting via Zoom Link which shall be open to prospective bidders.

Meeting ID: 997 4580 6677 Passcode: 936253

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:].*

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in: **Philippine Pesos**.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 14.2. The Bid and bid security shall be valid until, **120 days from the date of the opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall

consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option - One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]*
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

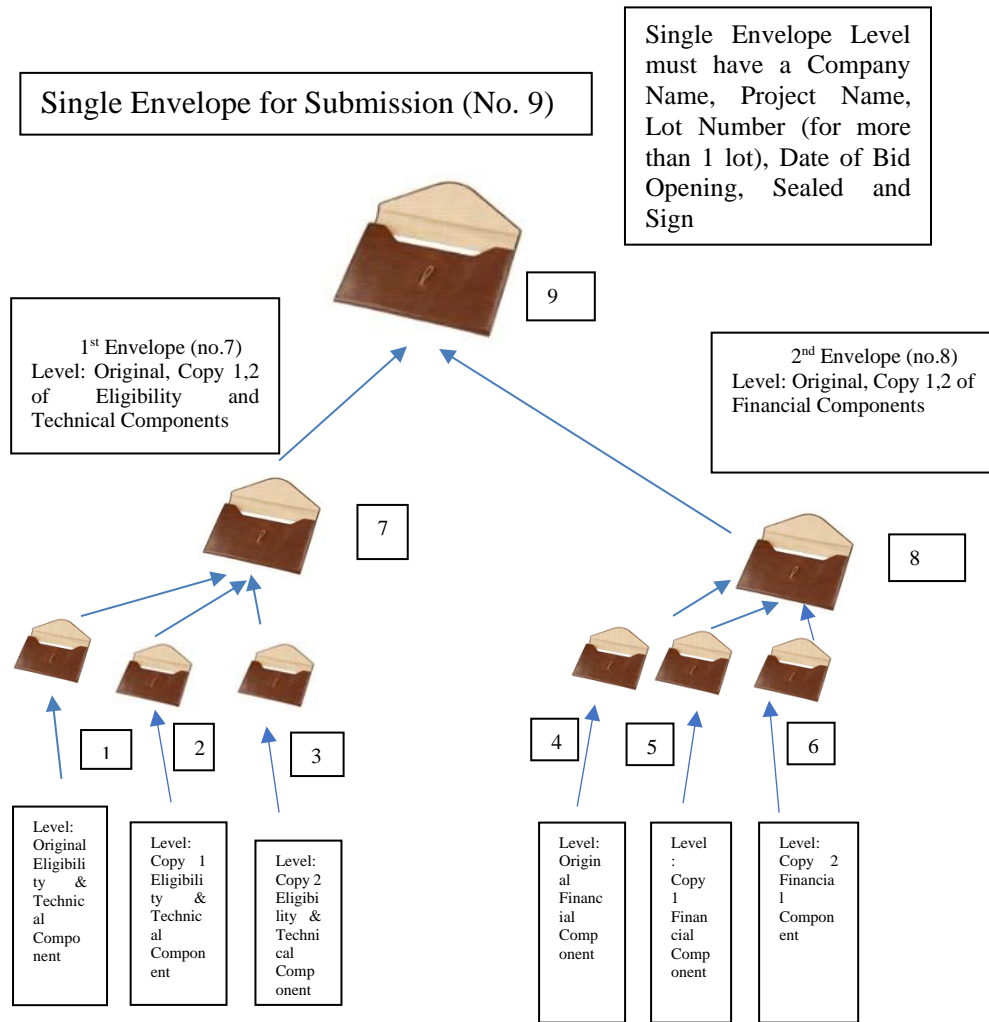
Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, shall be:</p> <p>Services of a Tour Operator for the Familiarization Trip include the following but not limited to: Transportation Services, Travel Insurance, Accommodation, Meals and Beverages, Tours and Activities, Supply of Tour Kits, Tour Signages, Booklet and Banner, Services of a Licensed DOT – Accredited English – Speaking Tour Guide / Photographer / Videographer and Tour Coordinator / Curated Sustainable Destination Base Tokens / Incidental and Other Miscellaneous Expenses.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	<i>The price of the Items/Goods shall be quoted DDP, TPB Office, 4th Floor Legaspi Towers 300 Roxas Boulevard Malate, Manila or the applicable International Commercial Terms (INCOTERMS) for this project.</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>Lot 1</p> <p>ABC: Php 2,000,000.00</p> <p>a. The amount of not less than Php40,000.00 [amount equivalent to two percent (2%) of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php100,000.00 [amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond</p> <p>Lot 2</p> <p>ABC: Php 2,000,000.00</p> <p>a. The amount of not less than Php40,000.00 [amount equivalent to two percent (2%) of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p>

	<p>b. The amount of not less than Php100,000.00 [amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond</p> <p>Lot 3</p> <p>ABC: Php 2,000,000.00</p> <p>a. The amount of not less than Php40,000.00 [amount equivalent to two percent (2%) of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php100,000.00 [amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond</p>
15	<p>Documents comprising the Bid: Eligibility and Technical Components The first envelope shall contain the eligibility and technical documents of the Bid as specified in Bidding Document Section VIII (Checklist of Technical and Financial Documents).</p> <p>Include/Attached also the following:</p> <ol style="list-style-type: none"> 1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract (SLCC) within the five (5) years from the date of submission and receipt of bids. 2) For the statement of all ongoing government and private contract attached any of the following: signed Notice of Award, Notice to Proceed, Contract/Purchase Order. 3) Failure to submit the certificate of completion of the project or any proof thereof, including the supporting documents shall be a ground for disqualification of eligibility 4) Submission of PhilGEPS Platinum Certification and Membership shall be observed in accordance with “GPPB Resolution No. 15-2021: Lifting the Suspension of the Mandatory Submission of PhilGEPS Platinum Certification and Membership in Competitive Bidding and Limited Source Bidding” <p>Documents comprising the Bid: Financial Component The second bid envelope shall contain the financial documents for the Bid as specified in Bidding Document Section VIII (Checklist of Technical and Financial Documents).</p> <p>Bidders shall submit their bids through their duly authorized representative using the appropriate forms before the deadline specified in the ITB No. 2023-013 (EPA) in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the eligibility and technical component of the bid, including the eligibility requirements and the second shall</p>

	<p>contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement</p> <p>The Bidder shall prepare and submit an original of the first and second envelopes. In addition, the Bidder shall submit 2 copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.</p>
15.1	<p>A complete set of Bid Proposal must/shall be submitted per Lot for more than one (1) Lot Bid Proposal</p>

Envelope Illustration on the manners of submission.



Legal and Technical Component

- 1) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)
- 2) Statement of all its ongoing government and private contract **five (5) years** including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
- 3) Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid within **five (5) years**, contract should be at least fifty percent (50%) of the ABC
- 4) Net Financial Contracting Capacity (NFCC), computation must be at least equal to ABC or a committed Line of Credit from a Universal or Commercial Bank
- 5) Audited Financial Statements, showing, among others, the supplier' total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission
- 6) Valid joint Venture Agreement, if applicable
- 7) Bid Security: Notarized Bid Securing Declaration or Cash or Cashier's/ Manager's check, 2% of the ABC or Surety Bond - 5% of the ABC
- 8) Conformity with Technical Specifications as enumerated and specified in Section VII of the Bidding Documents (Technical Specifications) duly signed by company representative.
- 9) Notarized Revised Omnibus Sworn Statement

	<p>and</p> <p>Additional Technical Components: Technical Documents as specified in the Technical Specifications</p> <p>Financial Component:</p> <ol style="list-style-type: none"> 1) Accomplished Bid Form 2) Accomplished Price Schedule <p>A complete set of Bid Proposal must/shall be submitted per Lot for more than one (1) Lot Bid Proposal</p>
519.3	<p>Services of a Tour Operator for the EAMI Travel Trade and Media Familiarization Trips.</p> <p>Total ABC: Php6,000,000.00</p> <p>Total Lots: 3</p>
20.2	<i>Not Applicable</i>
21.2	<i>Not Applicable</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

[Include the following clauses if Framework Agreement will be used:]

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.*{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause									
1	Delivery of the Items/Services shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).								
2.2	<p>TERMS OF PAYMENT</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%; text-align: center;">PARTICULARS/MILESTONE</th> <th style="width: 40%; text-align: center;">TERMS OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td>First tranche: Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services.</td> <td style="text-align: center;">40% of the total contract price</td> </tr> <tr> <td>Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.</td> <td style="text-align: center;">60% of the total contract price</td> </tr> <tr> <td style="text-align: center;">TOTAL CONTRACT PRICE</td> <td style="text-align: center;">100% (inclusive of service charge and all applicable taxes)</td> </tr> </tbody> </table> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.</p> <p>MICHAEL M. MALONDA Acting Head Europe, Africa, the Middle East, and India (EAMI) Division International Promotions Department Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Boulevard Manila 1004</p> <p>The supplier will be fully paid once the travel is completed.</p> <p>The supplier is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p>	PARTICULARS/MILESTONE	TERMS OF PAYMENT	First tranche: Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services.	40% of the total contract price	Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.	60% of the total contract price	TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)
PARTICULARS/MILESTONE	TERMS OF PAYMENT								
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Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.	60% of the total contract price								
TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)								

4	The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.
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Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Provided in the Technical Specification (Please see Technical Specifications)			Provided in the Technical Specifications (Please see Technical Specifications)

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

LOT 1

MANILA, DUMAGUETE, AND SIQUIJOR UK Travel Trade and Media Familiarization Trip

Services of a Tour Operator for the EAMI Travel Trade and Media Familiarization Trips (TPB-ITB No. 2023-013 EPA)

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.

Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item	Specification	Statement of Compliance
1	MODULES LOT 1: MANILA, DUMAGUETE, AND SIQUIJOR UK Travel Trade and Media Familiarization Trip	
2	INDICATIVE DATE OF IMPLEMENTATION 25 November to 06 December 2024	
3	NO. OF PAX 8 pax (6 participants + 1 DOT UK staff + 1 TPB Project officer)	
4	ABC: Php 2,000,000.00 inclusive of all applicable fees and taxes	
5	<ul style="list-style-type: none">The project requires the services of a tour operator who will help and assist in the implementation	

	<p>of the said familiarization tours based on the tentative itineraries prepared by TPB.</p> <ul style="list-style-type: none"> ● Secured sponsorship or discounted rates should be deducted from the total expenses. ● Itinerary and dates are subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations. 	
6	<p>PARTICIPANTS Total number of participants: seven (7) pax</p> <ul style="list-style-type: none"> ● 5 UK travel trade and media participants ● 1 DOT UK staff ● 1 TPB Project Officer <p>Note:</p> <p>For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.</p>	
7	<p>TRANSPORTATION</p> <p>A. Roundtrip Air Tickets</p> <p>1. Roundtrip International and Domestic Air Tickets for six (6) pax</p> <p>Routes:</p> <p>a. London – Manila - London</p> <p>b. Manila – Dumaguete - Manila</p> <p>2. Roundtrip Domestic Air Ticket for TPB Project Officer (one (1) pax)</p> <p>Route: Manila - Dumaguete-Manila</p> <ul style="list-style-type: none"> ● Regular economy ● Re-bookable ● Re-routable 	

	<ul style="list-style-type: none"> ● Refundable ● With 30 kilos baggage allowance per sector (except for TPB Project Officer with 20 kilos baggage allowance) ● Inclusive of all applicable taxes ● Subject to the terms and conditions of the airlines 	
8	<p>B. Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <ol style="list-style-type: none"> 1. One (1) unit of a coaster 2. One (1) additional van for luggage for 2 days (inclusive of driver and gas) <ul style="list-style-type: none"> ● Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour. ● Vehicle year model must be at least 2018 or newer. ● Must be equipped with: <ul style="list-style-type: none"> - Climate control or air-conditioning, PA system, and dashcam (front and back) - With safety belts for all seats - GPS or Waze and charge units for phones ● Must be a DOT-accredited and/or PATTO-accredited vehicle ● Necessary expenses to cover all expenses including driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator. ● Licensed drivers should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests. 	
9	<p>C. Provision of Roundtrip Ferry Tickets for seven (7) pax</p> <p>Route: Dumaguete – Siquijor – Dumaguete Preferably Ocean Jet Ferry Business Class</p>	

10	<p>TRAVEL INSURANCE Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for seven (7) pax</p>	
11	<p>ACCOMMODATION</p> <ul style="list-style-type: none"> ● Must be a DOT-accredited establishment in Manila, Dumaguete, and Siquijor. ● Deluxe / 4 to 5-star category with upscale facilities. ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). ● Provision of seven (7) rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for ten (10) nights. ● Provision for early check-in and/or late checkout based on the itinerary. ● Preferably with welcome amenities in the room upon check-in. <p>Preferred accommodations:</p> <p>Manila, Makati or BGC (3 nights): Deluxe Hotel located within 12 kms from NAIA</p> <p>Dumaguete (4 nights): Deluxe Beach Resorts within 25 kms from Dumaguete-Sibulan Airport</p> <p>Siquijor (3 nights): Deluxe Beach Resort</p>	
12	<p>MEALS AND BEVERAGES</p> <p>Provision of Full board meals throughout the trip</p> <p>Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage for seven (7) pax for the whole duration of the trip.)</p> <ul style="list-style-type: none"> ● Lunch @ PHP 1,000/pax/day x 7 pax x 11 days ● Dinner @ PHP 1,500/pax/day x 7 pax x 10 days 	

	<ul style="list-style-type: none"> ● Snacks @ P300/pax/day x 7 pax x 11 days ● With one round of beverages per meal. ● Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's financial proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements. ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) 	
13	<p>TOURS AND ACTIVITIES Provision of Incentivized, interactive and experiential tours, and activities for seven (7) pax **Please refer to the itinerary of the group**</p> <ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● Inclusion of all entrance, environmental, gears, and other applicable fees ● Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols. 	
14	<p>TOUR KITS Provision of incentivized sustainable tour kits for seven (7) pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> ● 500 ml reusable and sustainable water tumbler ● One (1) pack of facial tissue 	

	<ul style="list-style-type: none"> ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% ethyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock ● Disposable hooded emergency raincoat ● One (1) sun visor/hat ● Cold towels ● Customized luggage tags (design is subject to TPB’s approval) ● Provide labels and descriptions (for what illness) for the medicine set 	
15	<p>TOUR BOOKLET, SIGNAGES AND BANNER</p> <ul style="list-style-type: none"> ● Provision of a Tour booklet (with itinerary and details such as activities and what to wear) and Directory of Foreign Embassies, DOT Tourism Attachés, and TPB Officials to all participants. (Content and design subject to the approval of TPB) ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture ● Placing of tour operator/supplier’s logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator. 	
16	<p>SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH-SPEAKING TOUR GUIDE</p> <p>One (1) Licensed DOT-Accredited English-speaking tour guide</p> <p>The DOT-Accredited English-speaking tour guide:</p>	

	<ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. 	
17	<p>PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR</p> <ul style="list-style-type: none"> ● Provision of one (1) photographer/ videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google drive to be submitted to the TPB representative together with the Statement of Account (SOA) (subject to the approval of the TPB Project Officer) ● Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative. ● Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour. ● Curriculum Vitae of the tour coordinator should be submitted together with the technical bid proposal. ● The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour. 	
18	<p>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</p> <p>Provision of curated sustainable destination-based tokens for seven (7) pax</p> <ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Proposed tokens and designs are subject to TPB's approval. 	
19	<p>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</p> <ul style="list-style-type: none"> ● Provision of budget amounting to at least PHP 10,000.00 to cover expenses for the sampling of local 	

	<p>delicacies, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses.</p> <ul style="list-style-type: none"> ● Provision for emergency expenses worth PhP 40,000.00. ● Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever. ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	
20	<p>OTHER ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Willingness to respond to immediate/unforeseen changes in specifications. 2. Willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred. 3. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws and engaged in the business as a travel and tour operator for at least five (5) years with experience and handled at least three (3) similar projects in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants. 4. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal). 5. Must not have a rating lower than 4.0 in the External Providers' Performance Evaluation within the last three (3) years. 	

	<p>6. Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality.</p> <p>7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the actual cost per pax.</p>									
21	<p>TERMS OF PAYMENT</p> <table border="1" data-bbox="343 741 1109 1585"> <thead> <tr> <th data-bbox="343 741 810 824">PARTICULARS/MILESTONE</th> <th data-bbox="810 741 1109 824">TERMS OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 824 810 1104">First tranche: Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services.</td> <td data-bbox="810 824 1109 1104">40% of the total contract price</td> </tr> <tr> <td data-bbox="343 1104 810 1384">Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.</td> <td data-bbox="810 1104 1109 1384">60% of the total contract price</td> </tr> <tr> <td data-bbox="343 1384 810 1585">TOTAL CONTRACT PRICE</td> <td data-bbox="810 1384 1109 1585">100% (inclusive of service charge and all applicable taxes)</td> </tr> </tbody> </table> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.</p> <p>MICHAEL M. MALONDA Acting Head</p>	PARTICULARS/MILESTONE	TERMS OF PAYMENT	First tranche: Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services.	40% of the total contract price	Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.	60% of the total contract price	TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)	
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Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.	60% of the total contract price									
TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)									

	<p>Europe, Africa, the Middle East, and India (EAMI) Division</p> <p>International Promotions Department</p> <p>Tourism Promotions Board</p> <p>4/F Legaspi Towers 300, Roxas Boulevard Manila 1004</p> <p>The supplier will be fully paid once the travel is completed.</p> <p>The supplier is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p>	
22	<p>CONTRACT DURATION</p> <p>The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.</p>	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of the authorized representative

Date

Technical Specifications

LOT 2

MANILA, BATANGAS, AND SIARGAO Germany Travel Trade and Media Familiarization Trip

Services of a Tour Operator for the EAMI Travel Trade and Media Familiarization Trips

ITB No. 2023-013 (EPA)

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.

Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item	Specification	Statement of Compliance
1	MODULES MANILA, BATANGAS, AND SIARGAO Germany Travel Trade and Media Familiarization Trip	
2	INDICATIVE DATE OF IMPLEMENTATION 30 November to 08 December 2024	
3	NO. OF PAX 8 pax (6 participants + 1 DOT Frankfurt staff + 1 TPB Project officer)	
4	<ul style="list-style-type: none"> ● The project requires the services of a tour operator who will help and assist in the implementation of the said familiarization tours based on the tentative itineraries prepared by TPB. ● Secured sponsorship or discounted rates should be deducted from the total expenses. ● Itinerary and dates are subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations. 	
5	PARTICIPANTS Total number of participants: seven (7) pax <ul style="list-style-type: none"> ● 5 German travel trade and media participants ● 1 DOT Frankfurt staff ● 1 TPB Project Officer Note: 	

	For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.	
6	<p>TRANSPORTATION</p> <p>Roundtrip Air Tickets</p> <p>1. Roundtrip International and Domestic Air Tickets for six (6) pax</p> <p>Routes:</p> <p>a. Frankfurt – Manila – Frankfurt</p> <p>b. Manila – Siargao - Manila</p> <p>2. Roundtrip Domestic Air Ticket for TPB Project Officer (one (1) pax)</p> <p>Route: Manila - Siargao-Manila</p> <ul style="list-style-type: none"> ● Regular economy ● Re-bookable ● Re-routable ● Refundable ● With 30 kilos baggage allowance per International sector for International flights ● With 10 kilos baggage allowance per sector for Siargao Flight ● Inclusive of all applicable taxes ● Subject to the terms and conditions of the airlines 	
7	<p>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <p>1. One (1) unit of a coaster</p>	

	<p>2. One (1) additional van for luggage for 2 days (inclusive of driver and gas)</p> <ul style="list-style-type: none"> ● Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour. ● Vehicle year model must be at least 2018 or newer. ● Must be equipped with: <ul style="list-style-type: none"> - Climate control or air-conditioning, PA system, and dashcam (front and back) - With safety belts for all seats - GPS or Waze and charge units for phones ● Must be a DOT-accredited and/or PATTO-accredited vehicle ● Necessary expenses to cover all expenses including driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator. <ul style="list-style-type: none"> ● Licensed drivers should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests. 	
8	<p>TRAVEL INSURANCE</p> <p>Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for seven (7) pax</p>	
9	<p>ACCOMMODATION</p> <ul style="list-style-type: none"> ● Must be a DOT-accredited establishment in Manila, Siargao, and Batangas. ● Deluxe / 4 to 5-star category with upscale facilities. ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). ● Provision of seven (7) rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for 10 nights. 	

	<ul style="list-style-type: none"> ● Provision for early check-in and/or late checkout based on the itinerary. ● Preferably with welcome amenities in the room upon check-in. <p>Preferred accommodations:</p> <p>Manila, Makati or BGC</p> <p>(2 nights): Deluxe Hotel located within 12 kms from NAIA</p> <p>Siargao (3 nights):</p> <p>Deluxe Beach Resort</p> <p>Batangas (3 Nights):</p> <p>Deluxe Resort</p>	
10	<p>MEALS AND BEVERAGES</p> <p>Provision of Full board meals throughout the trip</p> <p>Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage for seven (7) pax for the whole duration of the trip).</p> <ul style="list-style-type: none"> ● Lunch @ PHP 1,000/pax/day x 7 pax x 9 days ● Dinner @ PHP 1,500/pax/day x 7 pax x 8 days ● Snacks @ P300/pax/day x 7 pax x 9 days ● With one round of beverages per meal. ● Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's financial proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements. 	

	<ul style="list-style-type: none"> ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) 	
11	<p>TOURS AND ACTIVITIES</p> <p>Provision of Incentivized, interactive and experiential tours, and activities for seven (7) pax</p> <p>**Please refer to the itinerary of the group**</p> <ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● Inclusion of all entrance, environmental, gears, and other applicable fees ● Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols. 	
12	<p>TOUR KITS</p> <p>Provision of incentivized sustainable tour kits for seven (7) pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> ● 500 ml reusable and sustainable water tumbler ● One (1) pack of facial tissue ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% ethyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock ● Disposable hooded emergency raincoat ● One (1) sun visor/hat 	

	<ul style="list-style-type: none"> ● Cold towels ● Customized luggage tags (design is subject to TPB's approval) ● Provide labels and descriptions (for what illness) for the medicine set 	
13	<p>TOUR BOOKLET, SIGNAGES AND BANNER</p> <ul style="list-style-type: none"> ● Provision of a Tour booklet (with itinerary and details such as activities and what to wear) and Directory of Foreign Embassies, DOT Tourism Attachés, and TPB Officials to all participants. (Content and design subject to the approval of TPB) ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture ● Placing of tour operator/supplier's logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator. 	
14	<p>SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH-SPEAKING TOUR GUIDE</p> <p>One (1) Licensed DOT-Accredited English-speaking tour guide</p> <p>The DOT-Accredited English-speaking tour guide:</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. 	
15	<p>PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR</p> <ul style="list-style-type: none"> ● Provision of one (1) photographer/ videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google Drive to be submitted to the TPB representative together with the Statement of Account (SOA) (subject to the approval of the TPB Project Officer) 	

	<ul style="list-style-type: none"> ● Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative. ● Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour. ● Curriculum Vitae of the tour coordinator should be submitted together with the technical bid proposal. ● The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour. 	
16	<p>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</p> <p>Provision of curated sustainable destination-based tokens for seven (7) pax. ● Placing of tour operator/supplier's logo is not allowed.</p> <ul style="list-style-type: none"> ● Proposed tokens and designs are subject to TPB's approval. 	
17	<p>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</p> <ul style="list-style-type: none"> ● Provision of budget amounting to at least PHP 10,000.00 to cover expenses for the sampling of local delicacies, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses. ● Provision for emergency expenses worth PhP40,000.00. ● Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever. ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	
18	<p>OTHER ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Willingness to respond to immediate/unforeseen changes in specifications. 	

	<p>2. Willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred.</p> <p>3. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws and engaged in the business as a travel and tour operator for at least five (5) years with experience and handled at least three (3) similar projects in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants.</p> <p>4. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal).</p> <p>5. Must not have a rating lower than 4.0 in the External Providers' Performance Evaluation within the last three (3) years.</p> <p>6. Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality.</p> <p>7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the actual cost per pax.</p>							
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Second tranche: Upon full delivery of services as indicated in the Terms of	60% of the total contract price							

	<p>Reference and submission of final SOA/invoice with necessary supporting documents.</p>		
	<p>TOTAL CONTRACT PRICE</p>	<p>100% (inclusive of service charge and all applicable taxes)</p>	
	<p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.</p> <p>MICHAEL M. MALONDA Acting Head Europe, Africa, the Middle East, and India (EAMI) Division International Promotions Department Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Boulevard Manila 1004</p> <p>The supplier will be fully paid once the travel is completed.</p> <p>The supplier is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p>		
<p>20</p>	<p>CONTRACT DURATION</p> <p>The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.</p>		

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of the authorized representative

Date

Technical Specifications

LOT 3

MANILA, BATANGAS, AND BICOL India Travel Trade and Media Familiarization Trip

Services of a Tour Operator for the EAMI Travel Trade and Media Familiarization Trips

ITB No. 2023-013 (EPA)

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.

Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item	Specification	Statement of Compliance
1	MODULES MANILA, BATANGAS, AND BICOL India Travel Trade and Media Familiarization Trip	
2	INDICATIVE DATE OF IMPLEMENTATION 30 November to 09 December 2024	

3	<p>NO. OF PAX 11 pax (10 participants + + 1 TPB Project officer)</p>	
4	<ul style="list-style-type: none"> ● The project requires the services of a tour operator who will help and assist in the implementation of the said familiarization tours based on the tentative itineraries prepared by TPB. ● Secured sponsorship or discounted rates should be deducted from the total expenses. ● Itinerary and dates are subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations. 	
5	<p>PARTICIPANTS Total number of participants: ten (10) pax</p> <ul style="list-style-type: none"> ● 8 Indian travel trade and media participants ● 1 Market Representative ● 1 TPB Project Officer Note: <p>For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.</p>	
6	<p>TRANSPORTATION</p> <p>Roundtrip Air Tickets</p> <p>1. Roundtrip International and Domestic Air Tickets for nine (9) pax</p> <p>Routes:</p> <ul style="list-style-type: none"> a. Mumbai – Manila – Mumbai b. Manila – Legazpi City - Manila <p>2. Roundtrip Domestic Air Ticket for TPB Project Officer (one (1) pax)</p>	

	<p>Route: Manila – Legazpi City-Manila</p> <ul style="list-style-type: none"> ● Regular economy ● Re-bookable ● Re-routable ● Refundable ● With 30 kilos baggage allowance per sector (except for TPB Project Officer with 20 kilos baggage allowance) ● Inclusive of all applicable taxes ● Subject to the terms and conditions of the airlines 	
7	<p>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <ol style="list-style-type: none"> 1. One (1) unit of a coaster 2. One (1) additional van for luggage for 2 days (inclusive of driver and gas) <ul style="list-style-type: none"> ● Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour. ● Vehicle year model must be at least 2018 or newer. ● Must be equipped with: <ul style="list-style-type: none"> - Climate control or air-conditioning, PA system, and dashcam (front and back) - With safety belts for all seats - GPS or Waze and charge units for phones ● Must be a DOT-accredited and/or PATTO-accredited vehicle ● Necessary expenses to cover all expenses including driver’s fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator. 	

	<ul style="list-style-type: none"> • Licensed drivers should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests. 	
8	TRAVEL INSURANCE Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for ten (10) pax	
9	ACCOMMODATION <ul style="list-style-type: none"> • Must be a DOT-accredited establishment in Manila, Batangas, and Bicol • Deluxe / 4 to 5-star category with upscale facilities. • Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). • Provision of ten (10) rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for 10 nights. • Provision for early check-in and/or late checkout based on the itinerary. • Preferably with welcome amenities in the room upon check-in. <p style="text-align: center;">Preferred accommodations:</p> <p>Manila, Makati or BGC (3 nights): Deluxe Hotel located within 12 kms from NAIA</p> <p>Batangas (3 Nights): Deluxe Resort</p> <p>Bicol (4 nights): Deluxe Resort</p>	
10	MEALS AND BEVERAGES	

	<p>Provision of Full board meals throughout the trip</p> <p>Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage for ten (10) pax for the whole duration of the trip.)</p> <ul style="list-style-type: none"> ● Lunch @ PHP 1,000/pax/day x 10 pax x 11 days ● Dinner @ PHP 1,500/pax/day x 10 pax x 10 days ● Snacks @ P300/pax/day x 10 pax x 11 days ● With one round of beverages per meal. ● Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's financial proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements. ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) 	
11	<p>TOURS AND ACTIVITIES</p> <p>Provision of Incentivized, interactive and experiential tours, and activities for ten (10) pax</p> <p>**Please refer to the itinerary of the group**</p> <ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● Inclusion of all entrance, environmental, gears, and other applicable fees ● Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols. 	
12	TOUR KITS	

	<p>Provision of incentivized sustainable tour kits for ten (10) pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> ● 500 ml reusable and sustainable water tumbler ● One (1) pack of facial tissue ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% ethyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock ● Disposable hooded emergency raincoat ● One (1) sun visor/hat ● Cold towels ● Customized luggage tags (design is subject to TPB’s approval) ● Provide labels and descriptions (for what illness) for the medicine set 	
13	<p>TOUR BOOKLET, SIGNAGES AND BANNER</p> <ul style="list-style-type: none"> ● Provision of a Tour booklet (with itinerary and details such as activities and what to wear) and Directory of Foreign Embassies, DOT Tourism Attachés, and TPB Officials to all participants. (Content and design subject to the approval of TPB) ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture ● Placing of tour operator/supplier’s logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator. 	
	<p>SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH-SPEAKING TOUR GUIDE</p>	

14	<p>One (1) Licensed DOT-Accredited English-speaking tour guide</p> <p>The DOT-Accredited English-speaking tour guide:</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. 	
15	<p>PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR</p> <ul style="list-style-type: none"> ● Provision of one (1) photographer/ videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google Drive to be submitted to the TPB representative together with the Statement of Account (SOA) (subject to the approval of the TPB Project Officer) ● Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative. ● Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour. ● Curriculum Vitae of the tour coordinator should be submitted together with the technical bid proposal. ● The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour. 	
16	<p>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</p> <p>Provision of curated sustainable destination-based tokens for ten (10) pax.</p> <ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Proposed tokens and designs are subject to TPB's approval. 	
17	<p>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</p>	

	<ul style="list-style-type: none"> ● Provision of budget amounting to at least PHP 10,000.00 to cover expenses for the sampling of local delicacies, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses. ● Provision for emergency expenses worth PhP 40,000.00. ● Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever. ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	
18	<p>OTHER ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Willingness to respond to immediate/unforeseen changes in specifications. 2. Willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred. 3. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws and engaged in the business as a travel and tour operator for at least five (5) years with experience and handled at least three (3) similar projects in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants. 4. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal). 5. Must not have a rating lower than 4.0 in the External Providers' Performance Evaluation within the last three (3) years. 6. Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any 	

	<p>party including but not limited to government pronouncements, natural, or man-made eventuality.</p> <p>7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the actual cost per pax.</p>									
21	<p>TERMS OF PAYMENT</p> <table border="1" data-bbox="341 622 1107 1621"> <thead> <tr> <th data-bbox="341 622 807 734">PARTICULARS/MILESTONE</th> <th data-bbox="807 622 1107 734">TERMS OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td data-bbox="341 734 807 1043">First tranche: Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services.</td> <td data-bbox="807 734 1107 1043">40% of the total contract price</td> </tr> <tr> <td data-bbox="341 1043 807 1352">Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.</td> <td data-bbox="807 1043 1107 1352">60% of the total contract price</td> </tr> <tr> <td data-bbox="341 1352 807 1621">TOTAL CONTRACT PRICE</td> <td data-bbox="807 1352 1107 1621">100% (inclusive of service charge and all applicable taxes)</td> </tr> </tbody> </table> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.</p> <p>MICHAEL M. MALONDA Acting Head</p>	PARTICULARS/MILESTONE	TERMS OF PAYMENT	First tranche: Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services.	40% of the total contract price	Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.	60% of the total contract price	TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)	
PARTICULARS/MILESTONE	TERMS OF PAYMENT									
First tranche: Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services.	40% of the total contract price									
Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.	60% of the total contract price									
TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)									

	<p>Europe, Africa, the Middle East, and India (EAMI) Division</p> <p>International Promotions Department</p> <p>Tourism Promotions Board</p> <p>4/F Legaspi Towers 300, Roxas Boulevard Manila 1004</p> <p>The supplier will be fully paid once the travel is completed.</p> <p>The supplier is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier</p>	
22	<p>CONTRACT DURATION</p> <p>The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.</p>	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of the authorized representative

Date

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or

- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And

- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic

Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____
 Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
---------------------------	--

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Name of the Procuring Entity : Tourism Promotions Board

Project : Services of a Tour Operator for the EAMI Travel Trade and Media Familiarization Trips (ITB No. 2023-013 EPA)

Lot No. :

List of all **ONGOING** Government & Private Contracts within the last 5 **years** from the date of submission and receipt of bids including contracts awarded but not yet started, if any, weather similar or not similar in nature and complexity to the contract to be bid

Business Name : _____

Business Address : _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								
Total Cost								

Note: This statement shall be supported with:

1. Notice of Award and/or Contract
2. Notice to Proceed

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

Name of the Procuring Entity : Tourism Promotions Board

Project : Services of a Tour Operator for the EAMI Travel Trade and Media Familiarization Trips (ITB No. 2023-013 EPA)

Lot No. :

Single Largest Completed Contract (SLCC) similar to the Contract to be bid within the last 5 years from the date of submission and receipt of bids contract should be at least be fifty percent (50%) of the ABC

Business Name : _____

Business Address : _____

Name of Contract	a. Owner's Name b. Owner's Name Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This Statement shall be supported with

1. Contract
2. Certificate with completion

Submitted by:

Name of Representative of Bidder: _____

Position : _____

Date : _____

STATEMENT OF THE BIDDER OF SIMILAR GOVERNMENT & PRIVATE CONTRACTS

Name of the Procuring Entity:

Project:

Location of the Project:

Business Name:

Business Address:

Name of Contract/Project	# of Pax	Country of Origin of Participants	Destination	Date/Year	Notes
GOVERNMENT					
PRIVATE					

Submitted by :
 Designation :
 Date :

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place issued]
IBP No. __, [date issued], [place issued]

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

ITINERARY FORM

Project Name: **UK TRAVEL TRADE & MEDIA FAMILIARIZATION TRIP**
 Date: **25 NOVEMBER TO 06 DECEMBER 2024**
 Venue: **MANILA, DUMAGUETE, AND SIQUIJOR**

DATE/TIME	ACTIVITIES	REMARKS
DAY 00		
	Depart London for Manila	
DAY 01		
	Arrive Manila	
1400H	Check-in hotel	Options: Resorts world Complex, Conrad, Manila Peninsula, Fairmont
	Free at Leisure	
1830H	Dinner	
	Overnight in Manila	
DAY 02		
AM	Breakfast	
	Check-out Hotel , proceed to airport	
	Lunch	
1315H	Depart Manila for Dumaguete	PR 2963
	Check-in Hotel	Options: The Henry Hotel, Atmosphere Resort, Salaya Beach House, Hotel Dumaguete
PM	Dumaguete City Tour	
	Dinner	
	Overnight in Dumaguete	
DAY 03		
AM	Breakfast	
	Dumaguete Countryside Tour	
	Dolphin Watching	
	Manjuyod Sandbar	
	Balinsasayao Twin Lakes	

	Siliman University	
	Lunch	
PM	Continuation of tour and hotel / resort inspections	
	Dinner	
	Overnight in Dumaguete	
DAY 04		
0700H	Breakfast	
	Transfer to Port for Apo Reef	
	Whole day Apo Reef	
	Return to Dumaguete City	
	Dinner	
	Overnight in Dumaguete City	
DAY 05		
	Early Breakfast	
	Free at Leisure	
	Check-out Hotel	
	Lunch	
	Transfer to Jetty Port	
1440H	Transfer to Siquijor Island via Ferry	OceanJet Ferry (Business Class)
	Arrive Siquijor Island; Check-in Hotel	Options: Coco Grove, White Villas, Infinity Heights, The Bruce Resort
	Free at Leisure	
	Dinner	
	Overnight Siquijor Island	
DAY 06		
	Breakfast	
	Whole Day Siquijor Tour with Hotel Inspections	
	Options: Lazi Convent, Old Balete, St Isidore Church, Cambugahay Falls	
	Dinner	
	Overnight Siquijor Island	
DAY 07		
	Breakfast	
	Siquijor Wellness Tour with Hotel Inspections	
	Lunch	

	Afternoon Free at Leisure	
	Dinner	
	Overnight Siquijor	
DAY 08		
AM	Breakfast	
	Free time at leisure	
	Lunch	
PM	Check -Out Hotel	
	Depart for Jetty Port	
1550H	Transfer to Dumaguete via Ferry	Oceanjet (Business Class)
	Arrive Dumaguete; Check-in Hotel	
	Dinner	
	Overnight Dumaguete	
DAY 09		
AM	Breakfast	
	Check-out Hotel	
	Transfer to Airport	
1100H	Depart Dumaguete for Manila	Philippine Airlines PR2544
	Arrive Manila	
	Late Lunch	Options: Makati or BGC Area Filipino Restaurant
	Transfer to Hotel; Check-in Hotel	Options: Manila Peninsula, Fairmont, Sheraton, Conrad
	Dinner / Makati Poblacion or BGC Pub Crawl	
	Overnight Manila	
DAY 10		
AM	Breakfast	
	Half-day Manila City Tour -Intramuros	
	Lunch	
	Return to Hotel, Freshen Up	
	Transfer to B2B Venue	
1500H	Business-to-Business Session with Philippine Sellers	Venue: TBC; With other Fam Trip groups
	Cocktails	
	Dinner	

	Overnight Manila	
DAY 11		
AM	Breakfast	
	Check out hotel	
	Transfer to Airport	
	Depart Manila for United Kingdom	

As of: 13 September 2023

ITINERARY FORM

Project Name: **GERMANY TRAVEL TRADE & MEDIA FAMILIARIZATION TRIP**
 Date: **30 NOVEMBER TO 08 DECEMBER 2024**
 Venue: **MANILA, SIARGAO, AND BATANGAS**

DATE/TIME	ACTIVITIES	REMARKS
DAY 00		
	Depart Frankfurt for Manila	
DAY 01		
	Arrive Manila	
1400H	Check-in hotel, Free at leisure	Options: Resorts world Complex, Conrad, Manila Peninsula, Fairmont, OKADA
1830H	Dinner	
	Overnight in Manila	
DAY 02		
0200H	Wake-up Call	
0300H	Check-out Hotel , proceed to airport	
0500H	Flight to Siargao via Sunlight Airlines	
0730H	Arrival at Siargao Island	
	Check-in Hotel / Breakfast	Options: Nay Palad; Sandy Feet Siargao, Siargao Island Villas
	Free at Leisure	
	Lunch	
PM	Surfing Activities	
	Dinner	
	Overnight in Siargao	
DAY 03		
AM	Breakfast	
	Whole Day Siargao Island Hopping Tour with Hotel/ Resort Inspections	Options: Sugba Lagoon, Jelly Fish sanctuary, Sohoton Cave
	Lunch	

PM	Continuation of tour and hotel/resort inspections	
	Dinner	
	Overnight in Siargao	
DAY 04		
	Breakfast	
	Half Day Surfing Activities or continuation of hotel inspections	
	Lunch	
	Free at Leisure	
	Dinner	
	Overnight Siargao Island	
DAY 05		
	Early Breakfast	
	Check-out Hotel	
	Transfer to Airport	
0750H	Depart Siargao for Manila via Sunlight Airlines	
	Arrive Manila	
	Transfer to Hotel; Early Check-in	
	Lunch	
	Transfer to B2B Venue	
1500H	Business-to-Business Session with Philippine Sellers	
	Cocktails	
	Dinner / Makati Poblacion or BGC Pub Crawl	
DAY 06		
AM	Breakfast	
	Check-out hotel	
	Transfer to The Farm at San Benito	
	Arrive at The Farm; Check-in hotel	
	Lunch	
	Free time at leisure	
	Dinner	
	Overnight at the Farm	
DAY 07		
AM	Breakfast	
	Wellness Activities	

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
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	Lunch	
1100H	Wellness or Culinary Activities	
	Dinner	
DAY 08		
	Breakfast	
	Whole Day tour - Taal Batangas Heritage Tour	
	Return to Hotel	
	Dinner	
	Overnight Batangas	
DAY 09		
AM	Breakfast	
	Check out hotel	
	Transfer to Manila Airport	
	Depart Manila for Frankfurt	

As of 13 September 2023

ITINERARY FORM

Project Name: **INDIA TRAVEL TRADE & MEDIA FAMILIARIZATION TRIP**
 Date: **30 NOVEMBER TO 09 DECEMBER 2024**
 Venue: **MANILA, BATANGAS, AND BICOL**

DATE/TIME	ACTIVITIES	REMARKS
DAY 00		
	Depart Mumbai for Manila	
DAY 01		
	Arrive Manila	
	Late lunch	Resorts World Complex or on the way to Tagaytay
1400H	Transfer to The Farm at San Benito	
1530H	Arrive The Farm	
	Check-in hotel, Free at leisure	
1830H	Dinner	
	Overnight in Batangas	
DAY 02		
AM	Breakfast	
	Wellness Programs	
	Lunch	
PM	Culinary programs	
	Dinner	
	Overnight in Batangas	
DAY 03		
AM	Breakfast	
	Taal Batangas Heritage and food walking tour	
	Basilica of Saint Martin	
	Agoncillo Mansion	
	Galleria Taal	
	Caysasay Church	
	Lunch	Options: Tsokolateria

		Artisanal Café Sonya's Garden
PM	Continuation of tour	
	Dinner	
	Overnight in Batangas	
DAY 04		
	Free time at leisure	
1230H	Lunch	
	Check-out and depart for Manila	
	Arrive Manila	
	Check in hotel, freshen-up	
	Hotel Inspections	
	Dinner/Pub Crawl	
	Overnight in Manila	
DAY 05		
	Old Manila Tour with Bambike	Options: BGC Bike Tour Rizal Tour
	San Agustin Church	
	Casa Manila	
	Distelleria Limtuaco	
	Fort Santiago	
	Lunch	
	Continuation of Tour	
	Dinner	Options: Sawsaw / Café Fleur Wildflour
	Overnight Manila	
DAY 06		
AM	Check out hotel, proceed to airport	
0900H	Depart Manila for Legazpi City via PR 2923	Other flights: 5J 325 ETD 0900 - ETA 1015H 5J 327 ETD 1135H - ETA 1250H
1010H	Arrive Legazpi City	

	Lunch	Options: Balay Cena Una
PM	Legazpi City and Bikolinarya Tour	
	Dinner	
	Overnight in Legazpi City	Options: Casa Simeon
DAY 07		
AM	Breakfast	
	Mt. Mayon ATV Adventure	
	Lunch	Options: Layag Restaurant or Socorro Lakeside Restaurant
PM	Eco nature tour	
	Free time at leisure	
	Dinner	
	Overnight in Legazpi City	Options: Casa Simeon
DAY 08		
AM	Breakfast	
	Depart for Donsol, Sorsogon	
	Whaleshark watching activity	
	Lunch	
PM	Back to Legazpi City	
	Transfer to Misibis Bay Resort	
	Free time at leisure	
	Dinner at resort	
	Overnight in Misibis Bay Resort	
DAY 09		
AM	Breakfast	
	Island Hopping activity	
	Lunch at resort	
PM	Water activities at the resort kayaking, hobie cat sailing, and banana boat ride.	
	Dinner at resort	
	Overnight in Misibis Bay Resort	

DAY 10		
AM	Breakfast	
	Check out hotel and proceed to Legazpi Airport	
	Depart Legazpi City	
	Arrive in Manila	
	Lunch	
	Makati City Tour	
	Dinner	
	Overnight Manila	
DAY 11		
AM	Breakfast	
	Check out hotel	
	Proceed to airport	
	Depart Manila	
	end of tour	

As of: 13 September 2023

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